

MSEB CPF Portal - CPF S&R Submission Special Access Form (No - 101)

Company Name :

CPF Accounting/Location Unit Code :(In 4 digits)

CPF Accounting/Location Unit Name :

Sr. No.	Responsibility	Description	Request for Change of User/Authority	CPF Number for whom Access to give	Name of Employee for whom access to give	Designation	Mobile Number and Official email Id	Remarks For Change of User Access	Signature of Employee to whom special access to be given
1)	CPF S&R Accounts Preparing User	This User can enter CPF S-Form accounting amounts. (He/She may be LDC/ UDC/ AA/ Dy. Manager of Account Section)	New User as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						
2)	CPF S& R Accounts Submitting Authority	This User can enter CPF S-Form and finalise the same. (He/She may be Dy. Manager(F&A)/ Manager(F&A)/ Sr. Manager(F&A) of Accounts Section i.e. Account Head of concern accounting location)	New Authority as per revised work allocation due to Transfer/ Promotion/ Retirement/ Death/etc.						

MSEDCL S-Form is submitted centrally at HO accounts level. Contact HO accounts for any posting issues and schedule entry not present

Please send filled up scanned copy of this form on mail cpfsection.sr@gmail.com. Attach additional charge proof where required.

The concerned person of Accounts Section of the location must be registered as per CPF Circular No- 194 dated 06/01/2015 before sending this form to CPF Office.

Request Forwarding Authority (i.e. E.E./S.E./CGM(F&A) of concern location)

Official Email id :

CPF No : Name :

Designation :

Signature :

Date: